



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall – 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
• toll free (866) 813-0011 • www.michigan.gov/lcc

Conditional Licenses Information: How to Apply and FAQ
(Authorized by MCL 436.1525(5))

- A conditional license may be issued to an applicant who has submitted a completed application for any of the following:
 - 1) A transfer of ownership of or an interest in an existing license at the same location to sell alcoholic liquor for consumption on or off the premises. [MCL 436.1525(3)]
 - 2) A new Specially Designated Merchant (SDM) license. [MCL 436.1525(3)]

A completed application is defined under MCL 436.1525(10) as an application complete on its face and submitted with any applicable licensing fees as well as any other information, records, approval, security, or similar item required by law or rule from a local unit of government, a federal agency, or a private entity but not from another department or agency of the State of Michigan.
- In addition to a completed application, under MCL 436.1525(5), an applicant requesting a conditional license must provide:
 1. Form LCC-3021: Conditional License – Application to Transfer Ownership or:
Form LCC-3022: Conditional License – New Specially Designated Merchant (SDM) Application
 2. Proof of Financial Responsibility, as required in MCL 436.1801.
 3. Executed Property Document, such as a deed or a lease.
 4. Conditional license fee totaling \$300.00 – A check or money order can be made payable to the State of Michigan or submit via fax using the LCC-3065 (Credit Card Authorization Form).
- Once all of the required documents and fees have been received, the Commission shall have 20 business days to consider the completed application and to issue a conditional license to applicants approved under MCL 436.1525(5), (30 business days for those applicants with multiple locations).
- A conditional license approved by the Commission is non-transferable and non-renewable.



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Frequently Asked Questions (FAQ)

- ***What information does the Commission look at when considering my request for a conditional license?***

The Commission may approve or deny a conditional license after considering the arrest and conviction records or previous violation history in the management, operation or ownership of a licensed business. Failure to fully disclose arrest and conviction history may result in the denial of the conditional license.

- ***What happens if the Commission denies my request for a conditional license? Can I appeal the decision?***

R 436.1925(2) specifically states that if a license application is denied, then the aggrieved license applicant may request an appeal hearing, and the Commission shall grant the hearing. The request shall be made to the Lansing office of the Commission within 20 days from the date of the mailing of the decision of denial.

- ***When does a conditional license expire?***

A conditional license, which has been approved and issued, expires upon the first of the following to occur:

- 1) When the Commission issues an order of denial of the license application that serves as the basis for the conditional license after all administrative remedies (such as appeal) are exhausted;
- 2) 20 business days after the commission issues an order of approval of the license application that serves as the basis for the conditional license;
- 3) When the licensee or conditional licensee notifies the commission in writing that the initial application should be canceled;
- 4) 1 year after the date the conditional license was issued.

- ***If I am issued a conditional license, what happens to the license already issued at that location?***

Upon issuing an order of approval for a Conditional license, the Commission shall, until the Conditional License expires, place the existing license in escrow in compliance with R436.1107 of the Michigan Administrative Code. This license must be renewed yearly and cannot be released until the conditional license expires, or is canceled, or the transfer is approved by the Commission.



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- ***The license I am purchasing currently has a pending violation. Will my application for a conditional license still be considered?***

Your request for a conditional license will still be considered by the Commission. However your request for a permanent license may be held without a decision until the violation has been closed under R 436.1049 of the Michigan Administrative Code.

- ***When will the Commission consider my request?***

The Commission will consider your request after you have filed the conditional license application, submitted the applicable fees, provided the required documents and have submitted a completed application that serves as the basis for the conditional license.

- ***My conditional license application was approved. When can I pick it up?***

If your permanent request involves the transfer of a license - Once the current license is received for escrow in the Lansing office of the Commission, the conditional license can be issued.

If you are requesting a new SDM license as your permanent request – Your conditional license can be issued the day your order is approved.